

-----Original Message-----

From: owner-samii-hr@mail.mo.gov [mailto:owner-samii-hr@mail.mo.gov] On Behalf Of SAMII HR  
Sent: Tuesday, January 03, 2006 9:18 AM  
To: samii-hr@mail.mo.gov  
Subject: 2006 Deduction Loads

The following year end loads have been completed. Please note the following instructions for entering transactions for the remainder of 2006.

Additional notices will be sent in November of 2006 for instructions on transitioning into 2007.

Please print this for your 2006 use.

HEALTH CARE-----The health care codes for 2006 are loaded. Please see [http://www.state.mo.us/mo/samii/hr/hrp&p/Ded\\_Ben\\_Cds\\_WEBCOPY122305.xls](http://www.state.mo.us/mo/samii/hr/hrp&p/Ded_Ben_Cds_WEBCOPY122305.xls) for updated codes. This website list is updated when necessary, so please verify codes directly from the site. In 2006, when entering a new employee's ENRL for health care, use the employee's start date as the effective date. Use 11/30/06 as the expiration date. \*\*\*NEVER use 99/99/99 as the expiration date for a health care ENRL\*\*\*. Because you made some ENRL entries in December, and then MCHCP data was loaded---there may be double deductions from some employees in error. If this should occur, refund requests should go through the normal process, and ENRL corrections should be made by the agency.

STATE SPONSORED DENTAL AND VISION-----In 2006, when entering a new employee's ENRL for dental or vision, use the employee's start date as the effective date. Use 12/15/06 as the expiration date. \*\*\*NEVER use 99/99/99 as the expiration date for a state sponsored dental or vision ENRL.\*\*\*

CAFETERIA PLAN DEDUCTIONS-----Cafeteria plan deductions, including the administration fee, follow the calendar year agreements. Therefore any Cafeteria Plan MISC deduction should use 12/15/06 as the expiration date so the last deduction will come from the 12/31 check. This includes CPFLX, CP DC, and ADMFE. Also, changes to health care, state sponsored dental, state sponsored vision, flex med, and dependent care should be approved by ASI prior to making the change in SAMII HR. \*\*\*NEVER use 99/99/99 as the expiration date for any cafeteria plan MISC except as noted below for voluntary products.\*\*\*

VOLUNTARY PRODUCTS ELECTED UNDER CAFETERIA PLAN-----If an employee elected to have qualified voluntary products pre-taxed under the cafeteria plan, then the MISC code has been changed to a "2" if they were previously entered as a "1". These have been loaded with 99/99/99 expiration dates so we can better identify any cancellation at year end. \*\*\*Please note that these products must follow the cafeteria plan guidelines and ANY change or cancellation requests must be approved by ASI prior to making the change in the system.\*\*\*

CHARITABLE CAMPAIGN-----MSECC deductions also follow calendar year

contracts. Effective date of 12/16/05 and expiration date of 12/15/06 were used for the automated load. \*\*\*NEVER use 99/99/99 as the expiration date for charitable campaign deductions on MISC.\*\*\*

GROUP TERM LIFE > \$50,000-----GTLIF codes will be loaded later this week for 2006. Please see <http://www.state.mo.us/mo/samii/hr/bulletins/jdlifeinsurance.pdf> if you have questions about entering GTLIF deductions in mid year. These are also calendar year based, so expiration dates of 12/15/06 should be used.

OPTIONAL LIFE INSURANCE-----Some premiums will change in January 2006 due to an increase/decrease in premium rate, because of changes in annual salary, change in age bracket, change in coverage election, or a combination of these reasons. These will be loaded in mid January by OA from information we receive from MOSERS. Since these premiums are paid concurrent with the pay period, the employees' January 31, 2006 paycheck will reflect the new premium amount.

The Calendar Year End memo that is posted to the SAMII HR Bulletins and Customer Service web page is also a valuable tool for calendar year end, W2, W4, EIC questions. [http://www.state.mo.us/mo/samii/hr/bulletins/CYE2005\\_111705.pdf](http://www.state.mo.us/mo/samii/hr/bulletins/CYE2005_111705.pdf)

As always, I am happy to help you. Please don't hesitate to call me if you have doubts or questions about how to process an entry.

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